

Equal Opportunities and Gender Equality Plan 2022 – 2026

Institute of Hematology and Blood Transfusion

Plan approved by:


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Introduction

The Institute of Hematology and Blood Transfusion (IHBT) is a developing centre of first-class medicine and cutting-edge research, as well as a friendly and safe organization for patients and staff members. The Institute remains committed to providing a high level of professionalism and a safe and friendly environment and in doing so it fully supports the Equal Opportunities and Gender Policy for all its staff members. With this resolve in mind, the management of the Institute decided to undertake a gender audit and to follow up with the creation of a five-year equal opportunities and gender equality plan.

Gender audit

The gender audit was carried out by external specialists in gender policy and gender audits of Otevřená Společnost, o. p. s. (Open Society, p.b.c.) in the time frame of January-March 2022. The individual steps of the audit were carried out systematically in such a sequence that the overall logic of the Gender Audit Methodology and the [Gender Audit Standard](#) was followed.

The gender audit was focused on five areas:

- Recruitment and selection, dismissal of male/female employees
- Vertical and horizontal workforce structure and career policy
- Evaluation, remuneration and training
- Family-friendly work environment (work-life balance)
- Culture of the institution

The gender audit consisted of an analysis of public and non-public institutional documents, in particular those governing the employer-employee relationship, including an analysis of available data (quantitative research) from the 2020 Annual Report and an institutional survey conducted through an online questionnaire. Important inputs for the audit were obtained through two focus groups (qualitative research); the focus groups were heterogeneous in nature, with men, women, parents, childless, scientific and non-scientific employees represented. Other male/female employees were given the opportunity to comment on the main points of the audit in a brief online questionnaire. Three semi-structured interviews were conducted with female representatives of the Institute's management.

Focus groups and individual semi-structured interviews (qualitative research)

Based on the defined needs of the audit assignment, experts from Open Society, p.b.c. conducted two focus groups with IHBT male/female employees:

- 1) A heterogeneous group representing different groups of male/female employees
- 2) Parents (male and female)

Focus group meetings were held on 14 February 2022 (parents) and 17 February 2022 (general group).

Semi-structured interviews were conducted with the Secretary of the Director, Assistant Director for Science and Research and the Deputy Under-Secretary for Economics of IHBT on 22 February and 2 March 2022.

Questionnaire survey (quantitative research)

All IHBT male/female employees were able to comment on the main points in a short anonymous online questionnaire, which had a high return rate and yielded findings largely consistent with the findings from the focus groups and interviews. Specifically, approximately 20% of male/female employees or 111 male/female employees participated in the questionnaire survey. The online questionnaire was sent on 16 March 2022 to all IHBT male/female employees.

What the Equal Opportunities and Gender Plan is and what it focuses on?

The gender audit showed IHBT as a strong and promising employer, but it also pointed to reserves, which IHBT is also focusing on in its new Equal Opportunities and Gender Equality Plan for the next 5 years.

The Equal Opportunities and Gender Plan represents a systematic and coordinated process that includes concrete steps to further developing and supporting the organizational culture and employees in the area of equal opportunities, gender equality and diversity in the organization. This includes issues such as recruitment, training and career development, male/female staff appraisals, gender balance in research and leadership positions, work-life balance, measures against gender-based violence, including sexual harassment, and the promotion of a positive organizational culture and mutual respect. The plan document sets out the different areas of intervention, specific objectives, activities, deadlines, responsibilities for assigned activities and indicators, including tools for ongoing monitoring and evaluation

Timetable for the preparation and implementation of the Equal Opportunities and Gender Equality Plan

The Equal Opportunities and Gender Equality Plan includes 4 phases. The [Timetable](#) of the plan outlines where IHBT is and the necessary steps to develop and implement the plan.

1. Analysis/Audit

3. Implementation

2. Plan creation

4. Evaluation

Overview of the implementation process

Intervention area	Target/Strategy	Activities/Solutions	Deadline	Person responsible	Indicators
Recruitment and selection of workforce, dismissal of employees	<p>Ensuring objective and non-discriminatory recruitment of new workforce, procedures of selection and dismissal of male/female employees</p> <p>Flexibility of work – providing information on the conditions for using work flexibility tools (with regard to the amount of time, type of work, in agreement with the supervisor)</p>	<p>Monitoring of new and departing employees - gender representation within individual departments of the Institute</p> <p>Ensuring gender diversity of the selection committee</p> <p>Ensuring awareness of work flexibility on arrival</p>	Once a year	Personnel and Payroll Department (PAM)	<p>Monitoring - annual overview of gender representation of male/female employees (new and outgoing)</p> <p>Monitoring - annual overview of fixed-term positions</p> <p>Preparation and updating of an information brochure for new male/female employees</p>
Workforce and structure and staff training development	<p>Promoting and maintaining gender balance in management positions</p> <p>Providing staff support for the promotion and monitoring of the equal opportunities agenda and gender</p>	<p>Monitoring the representation of women in decision-making positions and in science</p> <p>Updates of the guidelines: Training and Development of IHBT Staff (06/2017)</p> <p>Evaluation of IHBT</p>	<p>Once a year</p> <p>Once a year</p>	<p>Personnel and Payroll Department (PAM)</p> <p>Department of Administration of Internal Regulations</p>	<p>Analysis of gender representation in management positions</p> <p>Revision of guidelines</p>

	<p>Ensuring and supporting training, competence development and career progression</p>	<p>employees (05/2017) Initial training of new IHBT staff members (15/2017) Professional competences of IHBT staff members (04/2018)</p> <p>Support for national and international trainings, workshops and internships (according to the current offer and relevance to the profession of the male/female employee)</p>	<p>Once a year</p>	<p>Division for Training and Development</p>	<p>Monitoring - annual records of training of male/female employees (F_SMJ_13)</p>
<p>Evaluation, remuneration and training</p>	<p>Maintaining an objective system of male/female staff evaluation and remuneration</p> <p>Promoting further training and career development opportunities for all male/female employees (language, IT, communication, equal opportunities and diversity, management and motivation for leadership positions)</p>	<p>Equal pay monitoring</p> <p>Training/workshops:</p> <ul style="list-style-type: none"> Internal, external for male/female employees for managers on gender equality Ethics of the supervisor-subordinate relationship ethics of scientific work 	<p>Once a year</p> <p>2022-2026</p>	<p>Personnel and Payroll Department (PAM)</p> <p>Division for Training and Development</p>	<p>Monitoring annual review of equal pay</p> <p>Monitoring - annual update of the training events list</p> <p>Attendance list/feedback from training, workshop</p>

Harmonization of personnel and professional life (work-life balance)	Promoting flexible working (see recruitment and selection above) Support for parent employees Limits on the real number of hours worked by part-time workers	Survey of current needs of parent employees Monitoring the actual number of hours worked in part-time positions	Every 2 years Once a year	Personnel and Payroll Department (PAM) Personnel and Payroll Department (PAM)	Questionnaire - current needs of male/female parent employees Monitoring- overview of part-time hours worked per division (annual average)
Culture of the institution	Developing and promoting respect and togetherness Increasing awareness among male/female employees of options and resources for help and support in cases involving bullying and sexual harassment Providing the ombudsperson's support for male/female staff members and patients Ethics of scientific work Mentoring students	Updating the Equal Opportunities and Gender website and the relevant contacts Updating the Code of Ethics (taking into account offences relating to bullying and sexual harassment) Possibility of sending statements, comments, suggestions from male/female patients/parents and employees to the competent ombudsperson Training/lecture	Once a year 2023 Once a year 2022-2026	Grant Department Department of Internal Regulations External and hospital ombudsperson Scientific Council	Annual update of website Update of the Code of Ethics Monitoring - records of contacts from male/female employees and patients Attendance list/feedback from training, lecture

Relevant documents

[Timetable](#)

[Gender audit final report](#)

[Gender Audit Report of the IHBT EN](#)

[Code of Ethics](#)

[IHBT in the media](#)

[Organization chart IHBT](#)

[IHBT annual reports](#)

[Hospital ombudsperson for IHBT patients](#)

[External ombudsperson for IHBT employees](#)

[Satisfaction of IHBT employees in 2020.docx](#)

Possibility of external funding sources for the implementation of the Plan

The Institute of Hematology and Blood Transfusion plans to develop efforts to expand funding through applications for relevant grants and subsidies.

Document prepared by the Grants Department, Division for Science and Research

Prague, 24 August 2022

